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Activity Report July 1963
Telephone Facilities Branch

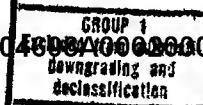
A. Telephone Facilities Branch
Service Performed:

- | | |
|--|-------|
| (1) Requests for service on hand prior to 1 July 1963 | 30 |
| (2) New Requests received - memorandums, verbal | 497 |
| (3) Orders issued written and verbal to the Telephone Company | 516 |
| (4) Requests on hand last day of month | 11 |
| (5) Telephone Information Files Activity - Organizational and personnel listing changes, including home address files | 6,130 |
| (6) Toll and Long Distance Calls 351-1100
(June billing period only) | 4,685 |
| (7) Telephone Stations surveys conducted | 58 |
| (8) Station Equipment Activity | |
| Connected | 346 |
| Disconnected | 318 |
| Relocated | 286 |
| Changes | 141 |
| (9) In order to meet the due dates established for completion of telephone installation work, the Telephone Company Plant Department was required to work a total of 582 hours on an overtime basis during this reporting period. This work was accomplished at no additional cost to the Agency. | |
| (10) Meetings were held with officials of OTR and Medical Staff to develop and plan the telephone requirements in preparation for the move to the Broyhill Building, South Glebe Road and Fairfax Drive, Arlington, Virginia. The telephone service orders and supporting wiring diagrams have been prepared and delivered to the C & P Telephone Company. | |

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(11) Arrangements were made with the telephone company for the installation of a coin-operated public telephone to be located at the West Parking Lot, Headquarters Building, McLean, Virginia.

(12) Telephone service orders and supporting wiring diagrams have been prepared and delivered to the telephone company for the installation of telephone service for the [REDACTED] Office of Security, at the [REDACTED]

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(13) The C & P Telephone Company has been requested to furnish this office a cost quotation relative to converting the telephone service at [REDACTED] from the Model 555 Manual Switchboard operation to an Automatic Dial Satellite.

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(14) An order has been placed with the C & P Telephone Company for 1900 copies of the Washington Metropolitan Alphabetical Telephone Directory. Estimated date of delivery is 1 October 1963. Distribution lists will be prepared and forwarded to the Buildings Supply Branch, LSD, for redelivery of the directories to all components of the Agency.

(15) A "Call Letter" was forwarded to Agency components located in the Headquarters Building announcing the cut-off date for the receipt of information to be included in the September 1963 issue of the "Red Line" telephone directory.

(16) Awaiting Office of Security approval of the revised quotation of the ADT Security Alarm Systems to be installed for DDP/TSD at Central Building. Upon receipt of OS approval the ADT Company will be directed to proceed with the installation.

(17) One motion picture film was procured from the C & P Telephone Company for the use of DDI/OCR. This film is used for employee training.

B. Funds (Actual Expenditures 4278-1083-1000 June 1963 Billing Period)
Object Class 400

(1) Rental and Service Cost

Switchboard - 351-1100, Non-Published Lines	
Teletype, Leased Lines, TWX	\$126,368

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(2) Toll Charges

Switchboard - 351-1100, Non-Published Lines and TWX	\$34,773.91
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(3) Outside Local Calls

(a) Number	201,019
(b) Cost	\$9,228

* Cost included in paragraph b. (1)

(4) Switchboard Capacity

(a) <u>Regular - Main Frame, Hqs., Building</u>	
Lines working	2,740
Lines available	760
(b) <u>Regular - Satellite Frame, South Building</u>	
Lines working	1,460
Lines available	240
(c) <u>Internal - Hqs. Building</u>	
Lines working	1,198
Lines available	302

for



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